




November 2009 Training Opportunities

For training opportunities, you will need to register through your Agency Training Contact Person (ATCP)

MON	TUES	WED	THURS	FRI
<p>2</p> <p>American Sign Language, Week 7 of 8*</p> <p>Basic: 9:00a.m.-10:30a.m. IGCS, Conference Center Room 17</p> <p>Intermediate: 10:30a.m.-12:00p.m. IGCS, Conference Center Room 17</p>	<p>3</p> <p>Information & Records Management 9:00a.m.-1:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000309/0062</p>	<p>4</p> <p>Professional Customer Service 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002341/0009</p>	<p>5</p> <p>Pre-Retirement Planning Seminar 8:30a.m.-4:30p.m. IGCS, Conference Center Auditorium 000479/00076</p>	<p>6</p> <p>Developing an Affirmative Action Plan** 9:00a.m.-3:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000661/0045</p>
<p>9</p> <p>American Sign Language, Week 8 of 8*</p> <p>Basic: 9:00a.m.-10:30a.m. IGCS, Conference Center Room 17</p> <p>Intermediate: 10:30a.m.-12:00p.m. IGCS, Conference Center Room 17</p>	<p>10</p> <p>Essentials of Leadership** 9:00a.m.-1:00p.m. IGCS, Conference Center Room 16, SPD Classroom \$60 fee per participant 002285/0022</p>	<p>11</p> <p>Veterans Day</p> 	<p>12</p> <p>Evaluating Performance** 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002337/0016</p> <p>Coaching Basics** 1:00p.m.-4:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002334/0005</p>	<p>13</p>

16	<p>17 ADA: Americans with Disabilities Act** 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom</p> <p>Personnel Rules** 1:00p.m.- 4:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000451/0065</p>	<p>18 Leading Teams** 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002336/0005</p> <p>Creative Problem Solving: Processes and Tools 9:00a.m.-12:00p.m. IGCS Rm. W161, State Personnel Department South Conference Room 002447/0002</p>	<p>19 Time Management 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000586/0051</p>	<p>20 Developing an Affirmative Action Plan/Veteran Writers** 9:00a.m.- 12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 001147/0030</p>
23	<p>24 Administrative Investigations** 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000663/0030</p> <p>Evaluating Performance** 1:00p.m.-4:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002337/0017</p>	<p>25 Generations in the Workplace 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002350/0005</p>	<p>26 Thanksgiving</p> 	<p>27 HOLIDAY</p>

****Restricted enrollment to supervisor/manager and HR personnel**



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